

## **Vendor Policies**

### **Audio Visual**

The Convention Services and/or Catering Department can arrange for all of your audio visual needs through our in-house company, AXXIS. Our equipment rental is subject to 22% Service Charge and 6% Sales Tax.

### **Exhibits**

The Galt House is the official power supplier for all exhibits. Please see our *Exhibitor Form* for power fees. The form can be sent to all exhibitors to be filled out and returned to the Convention Services/Catering Department at the Galt House.

All exhibits and displays must meet city and fire code regulations and the Galt House Hotel Policy. Posters, banners, or other articles cannot be tacked, taped or fastened to walls, ceilings, or fixtures.

Exhibitors must stay within their allotted space set by the conference.

Load in may require carpet protector film, non-marking tires on equipment and weight limits for movement over carpeted areas.

All outside food and beverage is prohibited in exhibit space. This includes popcorn machines and bottled water. If a vendor needs any type of food or beverage for their exhibit booth, please have them contact the hotel and we can work with them to place an order.

If a vehicle will be in the exhibit space, the following guidelines apply: The client is responsible to place plastic under vehicle. One-Eighth of a tank of gas or less is allowed, and the battery must be disconnected for duration of exhibit.

Aisles need to be clear, open and free of congestion. The hotel reserves the right to modify the floor plan to the extent necessary for the safety of all attendees. No fire exits are to be blocked and must be accessible. Any items placed in front of fire exits must be at least 6 feet from the door and must have a clear path to the door.

All extra equipment left by an exhibit company or vendor must be taken off property or stored in trucks and placed in our bus lot.

### **Receiving**

The Galt House Hotel Shipping and Receiving Department is located in The Galt House RIVUE Tower. The hours of operation are Monday through Friday 7:30am-4:00pm and Saturday 7:30am-12:00pm. All large freight and pallets are delivered to our Shipping and Receiving dock located on 4<sup>th</sup> Street.

The UPS Store located on the 2<sup>nd</sup> Floor of the SUITE Tower accepts all individually shipped boxes. The hours of operation are Monday through Friday 7:00am-7:00pm, Saturday 8:00am-3:00pm, and Sunday 10:00am-2:00pm.

For receiving charges and more information including shipping addresses, please refer to the "Receiving & Shipping" page in our *Banquet Menus*.

### **Fire Code Policy**

- All emergency exit doors in the room, however divided, must remain accessible.
- A walk way of at least 44 inches must be maintained for access to emergency exit doors on any wall. This includes the area behind the stage or curtains
- All egress walkways must be kept clear of wires, setup equipment or anything that would hinder guests' exits from the room or cause a tripping hazard. If wires must be run across a path they need to be covered with cable management systems or at the least a carpet runner.

Failure to adhere to these recommendations could result in the closing of an event and fine from the city fire marshal.

### **General**

The Galt House Hotel is not responsible for any equipment or material which is stored in our meeting facilities. If you need to make arrangements for storage of materials or equipment, contact the Bell Staff.